



**Department
of Health**

Cancer Prevention in Action Request for Applications (RFA)

RFA # 17683 / Grants Gateway # DOH01-CPIA1-2018
Applicant Conference

February 9, 2018

Housekeeping

- Phone lines have been muted upon entry. Please mute your phone line as well
- If you have problems with the webinar, please send a private message to the Host, using the chat feature or call the bureau at (518) 474-1222
- The webinar is being recorded. Upon conclusion, you will receive an email with the link to the recorded webinar and a pdf of the presentation slides
- We have reserved time at the end of the presentation for questions. Questions should be submitted via a private message to the Host, using the chat feature
- All questions received today, including those unable to be responded to within the allotted time, will be in the Question and Answer document

Applicant Conference Intent

Overview

- Provide interested applicants with an overview of the RFA to ensure familiarity with all content
- Identify key dates, deadlines, and processes for application submission
- Review RFA attachments and application content

RFA Information

RFA Information

- The RFA can be downloaded from the NYS Grants Gateway:
<https://grantsgateway.ny.gov>
- Select <Search Now!>
- Type <cancer> in the search by grant opportunity field, and hit <search> to see this:

Search Results

Click the **Grant Opportunity Name** to view more detail on Available Opportunities.
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

<u>Funding Agency</u>	<u>Grant Opportunity</u>	<u>Status</u>	<u>Eligibility</u>	<u>Availability Date</u>	<u>Anticipated Release Date</u>	<u>Due Date</u>
Department of Health	Breast, Cervical and Colorectal Cancer Services Program (CSP)	Available	Governmental Entity, Not-For-Profit	January 26, 2018	NA	March 12, 2018
Department of Health	Community Cancer Prevention in Action (CPIA)	Available	Governmental Entity, Not-For-Profit	January 26, 2018	NA	March 19, 2018

- Hit the RFA link to view the Full Announcement details, Solicitation Profile and a link to “View Grant Opportunity” to get a pdf of the RFA.

RFA Information

- In order to view attachments in the Grants Gateway, you must begin an application:
- Log into the Grants Gateway as either a **“Grantee”** or **“Grantee Contract Signatory”**.
- Click on the “View Opportunities” button under “View Available Opportunities”.
- In the Search Criteria, enter the Grant Opportunity name Breast, Cervical and Colorectal Cancer Services Program and select the Department of Health as the Funding Agency.
- Click on “Search” button to initiate the search.
- Click on the name of the Grant Opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the Main page of the Grant Opportunity.



RFA Information

- Questions and answers, updates and/or modifications, will also be posted in the NYS Grants Gateway
- All updates will be posted on or about March 1, 2018

Key Dates

Item	Due Date
Letter of Interest	February 15, 2018
Questions	February 15, 2018
Questions and Answers and Updates Posted	On or about March 1, 2018
Applications Due	March 19, 2018 by 4:00 p.m.

Questions

All substantive questions must be submitted by February 15, 2018, in writing to:

Wendy Gould

Canserv@health.ny.gov

Bureau of Cancer Prevention and Control

150 Broadway, Room 350

Albany, NY 12204

Attachment 3 Letter of Interest Template

Ms. Wendy Gould
Bureau of Cancer Prevention and Control
Division of Chronic Disease Prevention
Riverview Center, 150 Broadway
Suite 350
Menands, New York, 12204

RFA Title: Community Cancer Prevention in Action

Re: RFA # 17683

Dear Ms. Gould:

This letter is to indicate our interest in the above Request for Applications (RFA) and to request that our organization be notified, via the e-mail address below, when any updates, official responses to questions, or amendments to the RFA are posted on the Department of Health website:

<http://www.health.ny.gov/funding/>.

E-mail address: _____

Proposed Geographic Service Area we anticipate applying for (reference the county or counties, municipalities (towns, cities, etc.), and neighborhoods that will be reached by the intervention.):

Sincerely,

Applications Due

- Must be submitted in the Grants Gateway by Monday, March 19, 2018 by 4:00 p.m.
- Applicants are **strongly encouraged** to submit their application at least 48 hours prior to the due date and time
- Late applications will not be accepted
- Applications will not be accepted by hard copy, email or fax

RFA Introduction

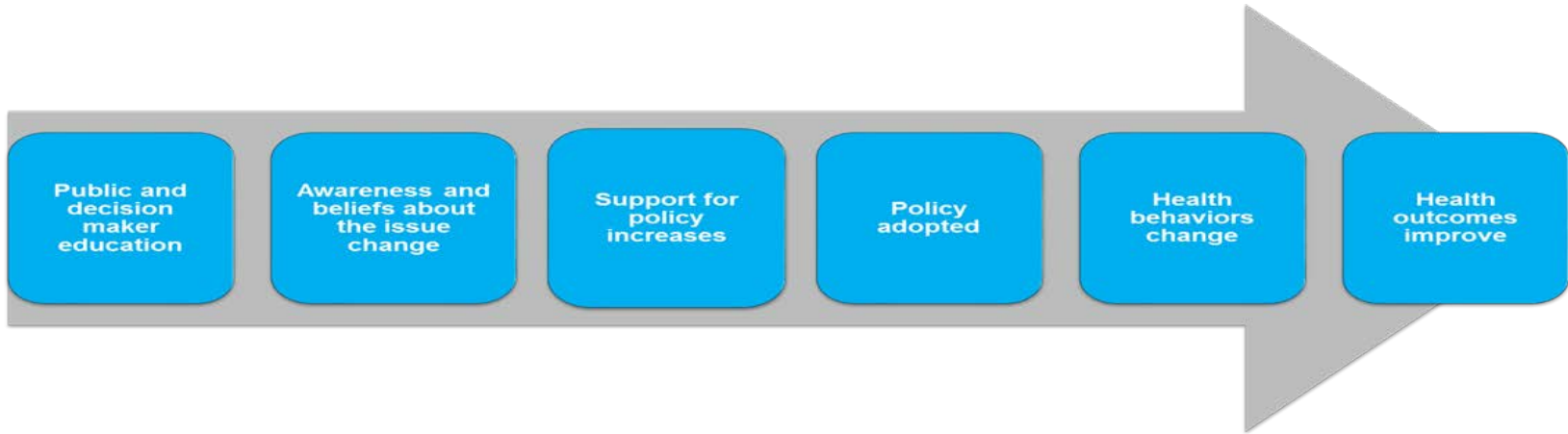
RFA Intent

- To award grants to community-based organizations to implement cancer prevention and risk reduction interventions using a policy, systems, and environmental (PSE) change approach
- Awardees will 1) engage community members and local stakeholders, 2) leverage community resources, 3) educate community leaders and the public, and 4) mobilize community members and organizations

Community Transformation Framework



Policy Change Process and Community Outcomes



POLICY, SYSTEMS, AND ENVIRONMENTAL CHANGE RESOURCE GUIDE

Successful PSE strategies are evidence-based, multi-sector community collaborations that create changes to make healthier lifestyle choices an easy and feasible option for every member of the community.

https://smhs.gwu.edu/cancercontroltap/sites/cancercontroltap/files/PSE_Resource_Guide_FINAL_05.15.15.pdf

RFA Intent

- Decrease exposure to ultraviolet (UV) radiation to reduce the risk of skin cancer among priority populations through implementation of evidence based, recommended interventions
- Increase cancer screening rates for colorectal, breast and cervical cancers through worksite paid time off policies
- Conduct education to promote other key cancer prevention, early detection and control priorities identified in the NYS Comprehensive Cancer Control Plan, starting with the need for human papillomavirus (HPV) vaccine as a key strategy to prevent HPV-related cancers

RFA Background

The work of the organizations awarded contracts through this RFA supports the Department's efforts to prevent high burden cancers, to detect cancers early, when they may be prevented or may be more easily treated, and to conduct education and promotion about cancer burden, risk and prevention strategies.

Funding and Anticipated Awards

Funding and Awards

- DOH anticipates awarding up to 4 contracts for a five-year period from October 1, 2018 to September 30, 2023
- Each of the 4 contracts will be valued up to \$225,000 annually for a 5-year total of up to \$1,125,000
- Awards will be made to the 4 highest scoring applicants serving distinct geographic service areas without overlap

Funding and Awards

Selected geographic service areas should:

- be small enough so that resources and interventions will meaningfully address the health need;
- be large enough to demonstrate measurable impact; and
- include populations that experience significant disparities with regard to overall disease burden and in the conditions being targeted.

Eligibility

Minimum Eligibility

1. Nonprofit organizations and municipal agencies in NYS
2. Applying for a geographic service area that does not include the boroughs of New York City (Bronx, New York, Queens, Kings, and Richmond counties)
3. In Document Vault prequalified status or exempt from Document Vault prequalification at the time of application due date within the NYS Grants Gateway

Preferred Eligibility

- Demonstrated experience conducting policy work, community advocacy, community planning, and community organizing, including public communication campaigns, that result in the adoption of community PSE change interventions supporting cancer or other chronic disease prevention and control
- At least two years of experience with administrative, fiscal, and programmatic oversight of government contracts, including timely and accurate submission of fiscal or program reports

Project Activities

Work Plan Outcomes

- Contractors are expected to establish and strengthen PSE change interventions (both organizational and municipal) to prevent and reduce cancer in awardee communities.
- The goal is to develop communities where it is easier to practice healthy behaviors.

Work Plan Outcomes

1. By September 30, 2023, at least four municipalities will adopt policies to ban the use of tanning devices by minors under 18.
2. By September 30, 2023, increase the adoption and use of sun safety policies/practices in at least seven community settings such as colleges, childcare facilities, outdoor recreation/tourism locations, and outdoor worksites.
3. By September 30, 2023, increase the adoption and use of paid leave policies to obtain breast, cervical and colorectal cancer screenings in at least 10 organizations.
4. By September 30, 2023, increase by at least seven, the number of community education interventions for adolescents, health care providers and parents to support an increase in HPV vaccination.
5. By September 30, 2023, assist with promotion and education of other cancer prevention priorities as directed by the Department.

Work Plan Outcomes

To accomplish the objectives, contractors will engage, educate and mobilize communities, engage decision makers and educate government policy makers about the need for and health impact of the work

Work Plan Outcomes

- **Educating and Engaging Communities** refers to conducting targeted activities that educate the public (or subsets of the public) about chronic disease issues with the intention of raising awareness and influencing individual opinions, beliefs, attitudes and behaviors
- Community education may involve discrete events, earned and paid media, and other types of information dissemination

Work Plan Outcomes

Mobilizing and Empowering Communities refers to engaging influential community members and organizations to publicly support and call for actions to advance chronic disease prevention and control policies

Work Plan Outcomes

Educating Government Decision Makers refers to educating local, state, regional or national policy-makers about chronic disease issues, and the implications of policy change

As with all activities implemented
for the Department, all lobbying is
expressly prohibited

Work Plan Outcomes

Engaging Organizational Decision-Makers refers to strategies undertaken to influence organizational decision makers to change their organizations' policies, programs, or practices

Program Monitoring and Evaluation

- Program monitoring will include tracking and reporting performance measures related to strategies and activities in work plans
- Program evaluation will include an annual local program evaluation project to measure impact of selected strategies and activities and to contribute to the achievement of cancer prevention and control program objectives and goals

UV Radiation Strategies

- **Community Education**
 - Disseminating information about skin cancer at community venues, forums, and/or public events
 - Generating earned media coverage about indoor tanning and/or UV policies
- **Community Mobilization**
 - Identifying community champions outside the applicant's organization who supports and wants to assist in the policy change efforts
 - Assisting champions to localize and personalize resources and materials
- **Engaging Organizational Decision Makers**
 - Contacting and meeting with employers to assist them in adopting indoor tanning-free policies or UV protective policies
 - Providing technical assistance, materials, and signage to employers as they adopt sun safety and indoor tanning policies
- **Educating Governmental Decision Makers**
 - Sending regular communications to local municipal legislators to keep them informed of the dangers of indoor tanning on youth
 - Inviting legislators to events regarding UV radiation and/or indoor tanning

UV Radiation Resources

- CDC's POLICIES & PRACTICES FOR CANCER PREVENTION REDUCING INDOOR TANNING AMONG MINORS
https://www.cdc.gov/cancer/skin/pdf/indoor_tanning_brief.pdf
- U.S. Department of Health and Human Services. *The Surgeon General's Call to Action to Prevent Skin Cancer*. Washington, DC: U.S. Department of health and Human Services, Office of the Surgeon General; 2014 <http://www.surgeongeneral.gov>

Paid Leave Strategies

- **Community Education**
 - Disseminating information about paid leave for cancer screenings at community venues and/or public events
 - Building relationships with news reporters and media personalities to disseminate cancer prevention and control messages and information
 - Generating earned media coverage about paid leave for cancer screenings
 - Writing articles for organizational or employee newsletters
- **Community Mobilization**
 - Identifying community champions outside the applicant's organization who support and want to assist in the policy change efforts for paid leave for cancer screenings
 - Engaging community champions through writing letters to the editor, speaking at engagements, writing newsletter articles, attending in-person meetings, organizing events, and making connections to other potential champions and decision makers
- **Engaging Organizational Decision Makers**
 - Scheduling educational meetings with organizations on the benefits and importance of adopting paid leave policies
 - Providing technical assistance to support the adoption of paid leave policies
- **Educating Governmental Decision Makers**
 - Meeting with municipal, county, and/or state representatives (or their staff) about paid time off for cancer screenings
 - Sharing personal stories with decision makers about the benefit to this type of policy and how it has helped people get screened.

Paid Leave Resources

- Save Money and Save Lives: Implement a Screening Program Today
<https://www.ny.gov/sites/ny.gov/files/atoms/files/CancerScreeningBenefits.pdf>
- Paid Leave: A Benefit for Employers and Employees
<https://www.ny.gov/sites/ny.gov/files/atoms/files/CurrentPaidLeaveLocations.pdf>
- Developing a Paid Leave Policy for Cancer Screenings
<https://www.ny.gov/sites/ny.gov/files/atoms/files/DevelopingPaidLeavePolicy.pdf>

HPV Strategies

- Community Education
 - Organizing a free, screening filming of the documentary “Someone You Love” for community members
 - Disseminating information about the HPV vaccine for adolescents at community venues, school events, and/or public events
 - Organizing community forums to educate about the vaccine
 - Hosting survivors to speak about HPV-related cancers to targeted audiences
 - Generating earned media coverage about the HPV vaccine

HPV Resources

- Accelerating HPV Vaccine Uptake: Urgency for Action to Prevent Cancer President's Cancer Panel (PCP): A report to the President of the United States recommending HPV vaccination in all adolescents as an important method for cancer prevention
<https://deainfo.nci.nih.gov/advisory/pcp/annualreports/hpv/Part3Goal1.htm>
- How many cancers linked with HPV each year?
<https://www.cdc.gov/cancer/hpv/statistics/cases.htm>
- CDC Grand Rounds: Reducing the Burden of HPV-Associated Cancer and Disease Centers for Disease Control and Prevention (CDC): Explores the burden of HPV-associated cancer and disease in the US
<https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6304a1.htm>

Additional Requirements

Staffing:

- Contractor (applicant/awardee) must hire and employ an initiative program coordinator to manage operations, coordinate and guide work
- Staff and subcontractors/consultants (if proposed) should have knowledge and skills in all areas noted on RFA p. 13
- Vacancies must be covered
- Staff will become NYS Cancer Consortium members

Additional Requirements

- Staff Orientation, Training, Supervision and Program Support
- Coordinator participates in all required training and meetings
- Contract organization:
 - Provides fiscal and budget support, timely voucher, fully expend approved budgeted funds
 - Review contract and meet all obligations
 - Ensure all deliverables are met
 - Review all required reports, etc.

Grants Gateway

Grants Gateway

The New York State Grants Gateway works in two ways:

- Grant Opportunity Portal.
- Grantee Document Vault

How to Register in the Grants Gateway:

- To register in the system your organization will need to complete and submit a signed and notarized original **Registration Form for Administrator** as well as an **Organizational Chart** to the NYS Grants Reform. The Registration Form will delegate an individual as the Delegated Administrator whom will manage the user account and you will be assigned a username and password.
- If you have previously registered and do not know your Username please email grantsreform@its.ny.gov. If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.

<http://grantsreform.ny.gov/Grantees>

Training Calendar

Grants Gateway Registration Form

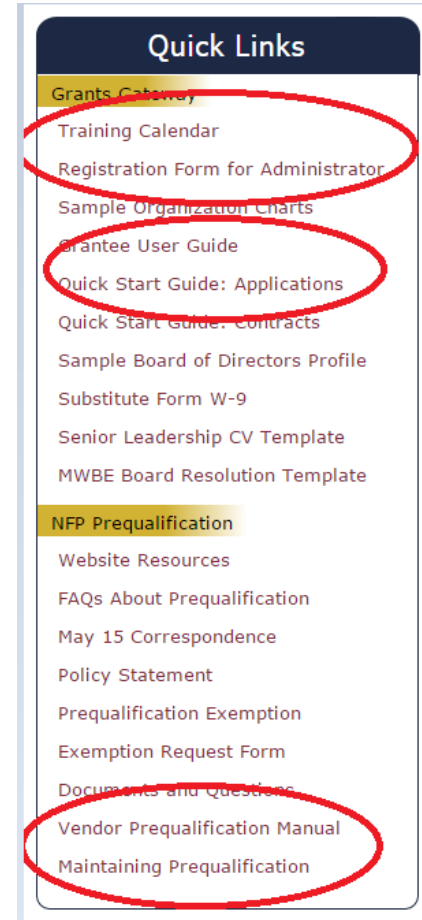
Grantee User Guide

Quick Start Guide: Applications

Prequalification Manual

Maintaining Prequalification

Help – grantsreform@its.ny.gov and matthew.Garrity@health.ny.gov



Training Calendar

Today ◀ ▶ February 2018 ▾

Sun	Mon	Tue	Wed	Thu
28	29	30	31	Feb 1
	1:30pm Contract Devel	10am Applying for a Grant 11:30am Grants Gateway		10am Applying for a Grant 11:30am Grants Gateway
4	5	6	7	8
	1:30pm Contract Devel	10am Applying for a Grant 11:30am Grants Gateway		10am Applying for a Grant 11:30am Grants Gateway
11	12	13	14	15
	1:30pm Contract Devel	10am Applying for a Grant 11:30am Grants Gateway		10am Applying for a Grant 11:30am Grants Gateway
18	19	20	21	22
	1:30pm Contract Devel	10am Applying for a Grant 11:30am Grants Gateway		10am Applying for a Grant 11:30am Grants Gateway
25	26	27	28	Mar 1
	1:30pm Contract Devel	10am Applying for a Grant 11:30am Grants Gateway		10am Applying for a Grant 11:30am Grants Gateway

4	5	6	7
	1:30pm Contract Devel	10am Applying for a Grant	10am Applying for a Grant

Applying for a Grant - Grants Gateway

When Tue, February 6, 10:00am – 11:15am

Description This approximately one-hour webinar will show applicants how to find and apply for a grant opportunity in the NYS Grants Gateway system.

This is a webinar hosted by WebEx.
 Topic: Grants Gateway - Applying for a Grant
 Date: Every Tuesday, Thursday
 Time: 10:00 am, Eastern Standard Time (New York, GMT-05:00)
 Meeting Number: 646 257 981
 Meeting Password: GG2017

Login Information:

[more details»](#) [copy to my calendar»](#)

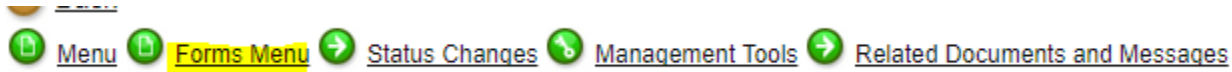
Grants Gateway

-How to initiate an Application-

- The following table provides a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application in the Grants Gateway:

Grantee Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application (Sign Contracts)	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

Preview the Contract



Breast, Cervical and Colorectal Cancer Services Program (CSP) Menu - Forms

Please complete all required forms below.

Document Information: [DOH01-CSP1-2018-00005](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Contract Documents				
	Contract Document Properties		Marcia Lawrence	1/26/2018 9:35:48 AM
Application Information				
	Print Application			
	Full Version of RFP			



- [Back](#)
- [Menu](#)
- [Forms Menu](#)
- [Status Changes](#)
- [Management Tools](#)
- [Related Documents and Messages](#)

Document Information: [DOH01-CSP1-2018-00005](#)

[Details](#)

CONTRACT DOCUMENT PROPERTIES

Contract Document Properties

Instructions

1. Select the checkbox next to the attachments/documents that will be part Of the contract.
2. Once a checkbox is selected, use the **Browse** button to locate and upload the PDF document.
3. Select the **Save** button to complete the upload.

[Sample Master Contract for Grants](#)

Attachment A-1: Program Specific Terms and Conditions

No file chosen DELETE

Attachment A-2: Federal Specific Terms and Conditions

No file chosen

Attachment B: Budget

Attachment C: Work Plan

Attachment D: payment and Reporting Schedule

Additional Contract Documents

Instructions

1. Add an additional document by filling in the **Order**, **Name** and **Description**.
2. Use the **Browse** button to locate and upload the PDF document.
3. Select the **Save** button to complete the upload.
4. A blank section will appear to allow another document to be uploaded.
5. Change the order the documents will appear in the contract using the **Order** field.






Remove	Order	Name	Description
<input type="checkbox"/>	1	Attachment M Upload <input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> DELETE <input type="button" value="View File"/>	PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS. REQUIREMENTS AND PROCEDURES.
<input type="checkbox"/>			
<input type="checkbox"/>		Upload <input type="button" value="Choose File"/> No file chosen	

Grants Gateway






Submitting the application

If you don't attend/view the training, some things to keep in mind:

- The following Grantee Roles can submit an application:
 - Grantee Contract Signatory
 - Grantee System Administrator
- To check your application for errors, click on the “Check for Errors” link under the **Management Tools** link. This will provide you a list of errors that need to be corrected before submission.

 [Menu](#)  [Forms Menu](#)  [Status Changes](#)  **Management Tools**  [Related Documents and Messages](#)

- In order to submit your online application, click **Status Changes**

 [Menu](#)  [Forms Menu](#)  **Status Changes**  [Management Tools](#)  [Related Documents and Messages](#)

M/WBE Requirements

Minority- and Women-Owned Business
Enterprises

M/WBE Requirements

- The requirements of this agency's MWBE EEO program are outlined in Article 15-A of the New York State Executive Law and its associated regulations.
- The Department has set its M/WBE Participation Goal at 30% of budget eligible expenses on any grant contract valued over \$25,000. This includes new contracts and renewal contracts.
- NYS requires that all contractors, including those with contracts that are 100% Federally-funded, comply fully with the M/WBE initiative.

M/WBE Requirements

-Who is Responsible for Considering M/WBE Goals?-

- **Not-for-Profit Contractors, Counties and Local Governmental Jurisdictions** must consider the Department 30% MWBE goal with all subcontracts, purchase agreements for services, products or commodities being secured with discretionary funds from the Non-Personal Services portion of the budget.
- Not-for-Profits are the **ONLY** entities where the 30% MWBE Goal is applied to the total amount of eligible expenses in the Non-Personal Services Portion of the Grant.
- Every other type of entity (Municipalities, For-Profits or other Governmental Entities) the MWBE goal is applied to the full value of the contract.
- Attachment 4 of the Pre-Submission Uploads section provides both sets of required MWBE Forms for NFPs and Counties. Because these forms are completed differently depending on entity type, we clarify that pages 1-10 are to be completed by NFPs and pages 11-20 for governmental entities.

M/WBE Requirements

-What are Discretionary Non-Personal Services and Eligible Expenses?-

- **Discretionary Spending:**
- Procurements, earmarked in the Non-Personal Services (NPS) section of the budget, where the contractor has options as to who to select in order to solicit a service, product or commodity.
- Discretionary purchasing also improves opportunities for M/WBE vendors to secure business with the state. Contractors should start considering opportunities for M/WBE utilization while building the budget in the Grants Gateway application.
- **Eligible Expenses:**
- Eligible Expenses is the cumulative total amount of NPS costs in the budget that can be outsourced to M/WBE firms, including:
 - Contractual Services
 - Contractual Services with Not For Profits should not be counted towards total eligible expenses as these cannot be solely minority or woman owned
 - Equipment
 - Supplies

M/WBE Requirements

-What is Discretionary Non-Personal Services and Eligible Expenses?-

- **Examples of Contractual Services:**
 - Consultants for Program Services, Janitorial Services, Lecturers, Instructors, Media, Equipment Maintenance, Computer/IT Services, and Accounting/Audit Services.
- **Examples of common discretionary NPS Budget items:**
 - **Equipment:** Computers, Printers, Desks, Chairs, Electronics, Accessories and Recreational or Sports Equipment.
 - **Supplies:** Operating Expense Materials including Advertising, Program Supplies, Office Supplies, Educational Supplies, Arts and Crafts Supplies, Paper Products, and Printing Services.
- **Examples of Budget items which are NOT considered towards the M/WBE goal:**
 - Personnel costs including Fringe Benefits, Rent, Utilities, Telephones, Travel Expenses, Postage and Administrative Rate Costs.

M/WBE Requirements

-Determining Potential M/WBE Vendors-

- Only New York State Certified Minority- and/or Women-Owned Businesses can count towards the 30% participation goals. Businesses certified through other entities or jurisdictions cannot be counted towards contract goals.
- Certified M/WBE Vendors can be located by searching the Directory found on the NYS Contract System Website at <https://ny.newnycontracts.com> by clicking 'Search the Directory' in the center of the page.
- For Subcontractors who are eligible and interested in becoming M/WBE Certified, information regarding Qualifications and the certification process can be found at: <https://esd.ny.gov/doing-business-ny/mwbe/mwbe-certification-eligibility-requirements> or by clicking 'Certify or Recertify with New York' on the NYS Contract System website above.
- Check the Questions and Answers documents for potential subcontractors.

M/WBE Requirements

-Taking a Look at the NYS Contract System Website-



About

New York State is working harder than ever to make this state the gateway to attract and grow Minority and Women-Owned Business Enterprises (MWBEs).

The New York State Contract System ("NYSCS") enables users to apply for NYS MWBE certification, search for NYS MWBE certified firms, and easily interact with our State agencies and authorities.

NYS Directory of Certified Firms

Search the NYS MWBE Directory of Certified Firms.

[SEARCH THE DIRECTORY](#)

NYS Bid and Grant Opportunities

MWBE Program Information and Resources

Find additional information and resources through Empire State Development and the Division of Minority and Women's Development (DMWBD).

[LEARN MORE](#)

M/WBE Requirements

-Taking a Look at the M/WBE Directory-

NYS M/WBE Directory

Search the NYS M/WBE Directory of Certified Firms by entering search terms and clicking **Search**. You must select at least one certification type.

New York State utilizes industry standard product and service codes for construction, professional services and commodities to better facilitate the sourcing of firms. For more information [click here](#).

Search by Certification Type

Certifications

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

[Click to Lookup Commodity Codes](#)

Search by Contact Person

First name

Last name

M/WBE Requirements

-Completing the MWBE Utilization Forms-

Required Documents:

Form 1 - MWBE Utilization Plan:

- Page 1 – Contractor information, Description of MWBE plan, and Eligible Expenses
- Pages 2 & 3 – Provide information on selected Minority- or Woman-Owned Businesses

Form 2 - MWBE Waiver Request (if applicable):

- Complete this form and provide all relevant supporting attachments when your organization determines that it cannot meet the Department 30% MWBE participation goal.

Form 4: Staffing Plan Form

Form 5: Equal Employment Opportunity Policy Statement

Example MWBE Utilization Plan: Form 1 Page 1

Applicant/Grantee Name: [REDACTED]	
Vendor ID: [REDACTED]	Telephone No. [REDACTED]
RFA/Contract Title: [REDACTED]	RFA/Contract No. [REDACTED]

Description of Plan to Meet MWBE Goals (Use pages 2-3 to provide specific M and W subcontractor information)

We plan to meet the Department's 30% M/WBE goal by....

Use Pages 2 & 3 to provide more detailed description of how organization will utilize an M/WBE and provide specific subcontractor information.

PROJECTED MWBE USAGE

	%	Amount
1. Total Dollar Value of Eligible Expenditures on Budget (Does not include Personal Services, Fringe, Rent, Space, Utilities)		\$ 5,000.00
2. MBE Goal Applied to Eligible Expenditures	15%	\$ 750.00
3. WBE Goal Applied to Eligible Expenditures	15%	\$ 750.00
4. MWBE Combined Eligible Expenditure Totals*	30%	\$ 1,500.00



Example MWBE Utilization Plan: Form 1 Pages 2 & 3

- Page 2: MBE Utilization**

MBE Firm (Exactly as Registered)	Description of Work (Products/Services) [MBE]	Projected MBE Expenditure Amount
Name [REDACTED] Address [REDACTED] City, State, ZIP [REDACTED] Employer I.D. [REDACTED] Telephone Number ([REDACTED]) [REDACTED] - [REDACTED]	[REDACTED]	\$ [REDACTED]

- Page 3: WBE Utilization**

WBE Firm (Exactly as Registered)	Description of Work (Products/Services) [WBE]	Projected WBE Expenditure Amount
Name [REDACTED] Address [REDACTED] City, State, ZIP [REDACTED] Employer I.D. [REDACTED] Telephone Number ([REDACTED]) [REDACTED] - [REDACTED]	[REDACTED]	\$ [REDACTED]

Example MWBE Utilization Plan: Form 2 – Waiver Request

- Complete the Form 2 Waiver Request Form when your organization determines it cannot meet the Department's 30% MWBE participation goal. Form 2 requires the grantee to document the Good Faith Efforts taken in attempting to meet the participation goal through providing relevant attachments. See the MWBE Instructions page for a list of attachments that should accompany the Waiver.

Applicant/Grantee : [REDACTED]	Federal Identification No.: [REDACTED]
Address: [REDACTED]	Solicitation/Contract No.: [REDACTED]
City, State, Zip Code: [REDACTED]	M/WBE Goals: MBE [REDACTED] % WBE [REDACTED] % (From Lines 2 & 3 of Form #1)
By submitting this form and the required information, the officer or/contractor certifies that every Good Faith Effort has been taken to promote M/WBE participation pursuant to the M/WBE requirements set forth under the contract.	
Contractor is requesting a: <input type="checkbox"/> MBE Waiver – A waiver of the MBE Goal for this procurement is requested. <input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/> WBE Waiver – A waiver of the WBE Goal for this procurement is requested. <input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/> Waiver Pending ESD Certification – (Check here if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with Empire State Development.) Date of such filing with Empire State Development: [REDACTED]	
_____ PREPARED BY (Signature) [REDACTED] _____ Date: _____ SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/CONTRACTOR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A AND 5 NYCRR PART 143. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR TERMINATION OF THE CONTRACT.	
Name and Title of Preparer (Printed or Typed) [REDACTED]	Telephone Number [REDACTED]
Email Address: [REDACTED]	

M/WBE Requirements

-What is Expected of the Grantee?-

- Read the RFA (pages 20-22) to better understand the specific M/WBE requirements.
- Identify all discretionary Non-Personal Service items in the approved budget and determine the total amount of Eligible Expenses.
- Calculate the M/WBE participation goal amount by multiplying the total Eligible Expenses by 30%. This amount of funds is what would have to be utilized through a certified M/WBE to meet the Department goal.
- Review a list of discretionary NPS items to be purchased and use the Directory of NYS Certified M/WBEs on the NYS Contract System website to identify appropriate vendor(s) to provide the goods and/or services.
- Complete the M/WBE Utilization Plan Forms to document any purchases made, total Eligible Expenses, Subcontractor information (if applicable), and provide the necessary Form 2 and good faith attachments if a Waiver is being requested.
- Complete and sign the Form 4 Staffing Plan and Form 5 EEO Policy Statement.
- Upload your completed M/WBE Forms to the Pre-Submission Uploads section before submitting the application.
- Contact Matthew.Garrity@health.ny.gov with questions.

Vendor Responsibility

Vendor Responsibility Questionnaire

- The Office of the State Comptroller (OSC) Vendor Responsibility System (VendRep) allows businesses to enter and maintain their Vendor Responsibility Questionnaire (VRQ) information in a secure, centralized database. The NYSDOH Vendor Responsibility Unit uses the responses from the VRQ to determine if vendors are deemed 'Responsible' to conduct business with NYS.
- Please see pages 27-28 of the RFA for more information and links to the Office of the State Comptroller Vendor Responsibility (VendRep) system.
<http://www.osc.state.ny.us/vendrep/index.htm>
- In Pre-Submission Uploads, complete and submit Attachment 6 – Vendor Responsibility Attestation indicating how you intend to submit your Vendor Responsibility Questionnaire should your organization receive an award.

Vendor Responsibility

- Vendor Responsibility is a requirement for contracts resulting from the RFA anticipated to exceed \$100,000 over the life of the procurement.
- Subcontractors anticipated to exceed \$100K over the life of the procurement will also be subject to Vendor Responsibility, and therefore must have an SFS Vendor ID, register in the OSC VendRep System, and certify a VR Questionnaire.

Vendor Responsibility

Contact Information:

For questions regarding Vendor Responsibility, Logging in to the VendRep System, or certifying a Questionnaire, you may email ciohelpdesk@osc.state.ny.us or call 866-370-4672 or 518-408-4672.

Completing the Application

General Application Guidance

- Please refer to the Quick Start Guide for assistance applying for this RFA through the NYS Grants Gateway. This guide is available on the Grants Reform website at: <https://grantsreform.ny.gov/grantees>.
- When responding to the statements and questions, be mindful that application reviewers may not be familiar with the agency and its services. Therefore, answers should be specific, succinct and responsive to the statements and questions as outlined.

Application Content and Grading

Application Section	Maximum Score
Executive Summary	Not Scored
Geographic Service Area/Statement of Need	18
Capacity and Experience	29
Program Activities	22
Staffing Patterns and Qualifications	11
Budget and Justification	20
Preferred Qualifications	9
TOTAL	109

Pre-Submission Uploads

- Letter of Interest Template (optional)
- M/WBE Forms and Instructions (required)
- Application Cover Sheet (required)
- Vendor Responsibility Attestation (required)
- Job Descriptions/Resumes (required)
- Applicant Agency Organizational Chart (required)
- Subcontract/Consultant Statements of Scope of Work and Letters of Commitment (if applicable)
- PSE Change Interventions (optional)
- Fringe Detail Sheet (if applicable)
- List of Government Contracts (if applicable)

Executive Summary

- Not scored
- Provide a brief summary of the initiative proposal

Statement of Need

Describe:

- the distinct geographic service area; the county or counties, municipalities, neighborhoods, organizations; list the population size of the total geographic service area
- where each initiative will be delivered
- populations impacted by each initiative
- the need for these services in the service area
- factors that make this area ideal for PSE work

Capacity and Experience

- Demonstrate applicant organization's experience with the required scope of work:
 - Promoting adoption of PSE change interventions
 - Engaging in community prevention activities
 - History of effective collaboration and partnership building
 - Community-level program evaluation
- What will you do to ensure all work plan activities begin within 31 days of contract execution?
- Describe administration and fiscal staffing and structure

Program Activities (Work Plan)

- 12-month work plan for first budget period, October 1, 2018 – September 30, 2019
- Use Attachment 7, Cancer Prevention in Action RFA Work Plan Instructions to complete work plan
- Note character limits
- Use prescribed text for Project Summary, Objectives, and when indicated for Tasks and Performance Measures

Program Objectives/Work Plan

- Use all 4 required “Objective Titles and Descriptions”
- Tasks are the discreet activities to meet stated objectives, some are required and some are proposed by applicant
- Performance measures are the standards set to measure progress towards objectives, some are required and some are proposed by applicant
- Points will be deducted from work plans which deviate from the prescribed format.

Staffing Patterns and Qualifications

- Provide job descriptions for each position or subcontract/consultant. If at the time of application, it is known who will fill each position, provide a resume for each staff person that shows their qualifications, Attachment 8, Job Descriptions/Resumes.
- Describe activities to recruit staff and/or subcontracts/consultants with demonstrated expertise working on PSE approaches in the community setting.
- Include an organizational chart, Attachment 9
- Describe how orientation and supervision of staff and/or subcontracts/consultants will be provided and by whom, including the credentials of the person(s) who will be providing orientation and supervision to the program. Include resumes, Attachment 8.



Budget and Justification

- Use Attachment 10 and 11 to complete the budget
- Complete budget for year 1 only, October 1, 2018 – September 30, 2019
- Budget should total but not exceed \$225,000
- All costs should directly relate to the provision of services outlined in this funding opportunity, be consistent with the scope of services, reasonable, and cost effective
- All required fields in the Grants Gateway marked with an asterisk “*” must be completed or you will get an error message

Budget and Justification

- Include required travel
- Travel estimates should be based on either the written standard travel policy of the contractor, the Office of the State Comptroller or the USGSA rates
- Include “Paid Media Efforts, TBD” in Operating Expenses = 10% of the budget proposal
- If the budget includes subcontracts or consultants, include a Subcontractor/Consultant Statement of Scope of Work and a Letter of Commitment, Attachment 13

Budget and Justification

- Consider staff effort/s when determining appropriate allocation of purchase costs for such items as equipment, cell phones, etc.
- “Match funds” are not required for this contract and those sections of the budget should be left blank
- Indirect costs are limited to a max of 10% of total modified direct costs. Refer to Attachment 12, Indirect Cost Guidelines, if requesting grant support for administrative costs (overhead, indirect)
- Ensure that the calculations used in the justifications directly align with (match) the budgets requested
- It is strongly recommended that applicants review the specified character limits prior to entering data

Preferred Qualifications

- May receive up to 9 additional points:
 - Up to 3 points for demonstrating experience implementing cancer or other chronic disease prevention and control PSE change interventions that were adopted as a direct result of the organization's efforts.
 - Up to 3 points for demonstrating experience conducting policy work, community advocacy, community planning, and community organizing, including public communication campaigns that successfully resulted in the adoption of community PSE change interventions supporting cancer or other chronic disease prevention and control programs.
 - 3 points for at least two years of experience with administrative, fiscal and programmatic oversight of government contracts, including timely and accurate submission of fiscal and program reports.

Review and Award Process

- Applications meeting the minimum eligibility requirements will be reviewed and evaluated competitively
- A minimum score of 70 points out of a possible 109 is required to be considered for funding
- The four highest scoring applications proposing to serve distinct service areas such that there will not be multiple awards serving the same geographic area will be funded

Attachments/Uploads

- Attachments are accessed in the Pre-Submission Upload section within the Forms Menu of an online application and are not included in the RFA document (pdf)
- To access the online application and other required documents (e.g., attachments), you must be registered and logged into the NYS Grants Gateway in the user role of either a “Grantee” or a “Grantee Contract Signatory”

Attachments/Uploads

- Attachments 4, 5, 6, 8, and 9 are located in the Pre-Submission Uploads and must be completed and/or uploaded to Pre-Submission Uploads to be submitted with the application
- Attachments 1, 2, 7, 10, 11, and 12 are located in the Pre-Submission Uploads and are for applicant information only. These attachments do not need to be completed
- No templates are provided for Attachments 8, 9, 13, 14, and 16 as these should be created by the applicant and uploaded in the available space
- Attachments should be no larger than 10MB and uploaded to Pre-Submission Uploads

QUESTIONS?